

## **UFE is recruiting its Chief Financial Officer**

Founded in 2002, Université Française d'Égypte (UFE), is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE delivers a multi-cultural experience, as it offers several degrees from acclaimed French universities, accredited by France's Ministry of Higher Education and Research.

### **THE POSITION**

The Chief Financial Officer position is responsible for leading comprehensive financial operations, strategic planning, and organizational development within a university environment. The role encompasses financial reporting and compliance, payroll oversight, budget development, team management, and investment optimization while driving institutional growth and operational excellence.

- Develops financial strategies by forecasting capital, facilities, and operational requirements; identifying monetary resources; and developing action plans.
- Performs financial plans by developing budgets, forecasts, reporting results, analyzing variances, and developing improvements.
- Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects, analyzing organization operations, identifying opportunities for improvement, cost reduction, and systems enhancement, and accumulating capital to fund expansion.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction, establishing functional objectives in line with organizational objectives.
- Monitors financial performance by measuring and analyzing results; initiating corrective actions; and minimizing the impact of variances.
- Maximizes return on invested funds by identifying investment opportunities and maintaining relationships with the investment community.
- Establishes finance operational policies and strategies by evaluating trends, establishing critical measurements.
- Updates job knowledge by remaining aware of new regulations; participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

- Oversees administration and financial management of UFE grants and external funding sources.
- Oversees payroll processing.
- Accomplishes finance and organization mission by completing related results as needed.
- Prepares and presents corporate financial statements and grant financial performance reports.
- Handles all data and documentation requests from university management.
- Collaborates closely with the Budget and Financial Advisor, sharing data, files, ideas, and projects to improve budget steering.
- Presents the university's annual budget and different re-estimations to the Board of Trustees.
- Produces and delivers an annual budget execution report.
- Leads and manages the Finance Department.
- Assigns tasks to all the Department's team members.
- Conducts annual performance evaluations for all the Department's team members.
- Oversees all university financial operations (revenue, expenditures, payroll...).
- Serves as the University lead for the annual compliance Audit.

**PROFILE SOUGHT:**

- A strong sense of general interest and social value, with the ability to reflect these principles in management (transparency, objectivity, fairness, loyalty, and anti-discrimination practices, among others).
- Significant leadership skills.
- Adaptability and the capacity to assimilate the unique challenges and context of the University, with a commitment to ongoing professional development.
- A strong inclination toward teamwork and promoting collective well-being in the workplace.
- Initiative and the ability to be a driving force for innovative proposals.
- Excellent communication skills.

**EDUCATION AND EXPERIENCE:**

- Advanced degree in Finance, Accounting, or related field (preferably MBA).
- Professional certifications (CPA, CFA, CMA, or equivalent) are a plus.
- 10+ years of senior financial management experience.
- Experience with financial reporting, budgeting, and compliance.

- Strong knowledge of Egyptian laws and regulations.
- Excellent command of Arabic and English– Capable of communicating and writing in the two languages. (Trilingual: Arabic, English, and French is a plus).

**The application should include:**

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- Previous experience letters.
- Two latest degrees.
- A list of two or three references.

**The Cover letter and the CV should be submitted in English or French.**

**Any application that does not include all the documents listed above will be considered inadmissible and will therefore not be reviewed.**

For further information, please contact **Prof. Mayada Belal**, General Secretary

(mayada.belal@ufe.edu.eg)

**Applications to send to**

**hr@ufe.edu.eg**

**presidence@ufe.edu.eg**

**Deadline to apply: August 25, 2025**

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